

### 1) How does one become a vendor for the Township?

Vendors interested in doing business with the Township should mail and e-mail information and literature, to the Purchasing Department; checkout the Township Website and Bergen Record, for Teaneck Township Public Bidding Advertisements; try to bid on cooperative contracts being publicly advertised by the Bergen County Purchasing Department, or State of New Jersey Purchase Bureau; or schedule an exploratory appointment with the Township Purchasing Agent to discuss supplying possible products and services.

### 2) Is Teaneck Municipal Purchasing covered by any rules or regulations?

The Township Purchasing Agent must adhere to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) in procuring goods and services in behalf of Teaneck Township.

### 3) What is Teaneck's current Public Bidding Threshold?

Goods and Services, in excess of \$29,000.00 must be publicly bid by the Township, unless exempted by the provisions of the Local Public Contracts Law.

### 4) How do vendors get paid for delivered goods and services?

Basically, to initiate payment proceedings, Purchasing must receive an invoice and executed Township Voucher from the vendor, and an internal receiving document from the Township Department Supervisor, showing receipt of goods and services. Once these documents have been received, the bill is put on the agenda for Council Approval at the next scheduled Council Meeting

### 5) Can a vendor pickup a check?

It is against Township Policy to have vendors pickup checks. All checks are placed in the mail, on the Friday following Township Council Approval, normally at a Tuesday evening meeting date.